

Approve Travel Advance Approvers

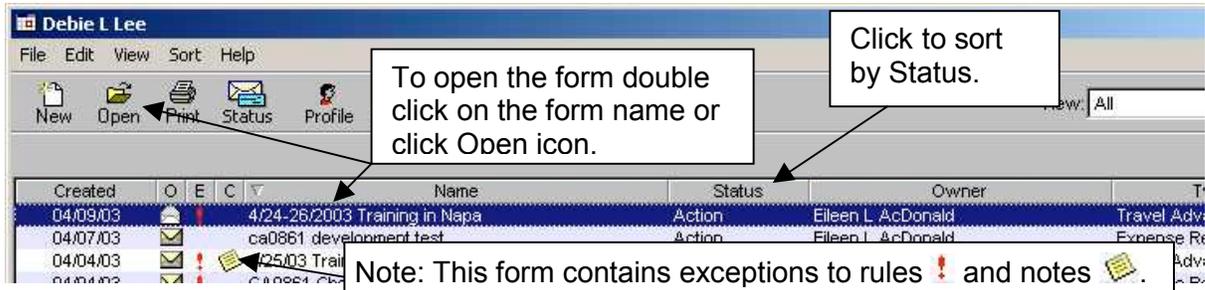
These instructions contain procedures for approving Travel Advance forms created on CalATERS.

When an employee submits a Travel Advance, the form will be forwarded to the first level approver (usually the Default Approver specified in the employee's Profile). If additional approvers are assigned, the form will be forwarded to the next approver after the first level approver has approved the form. If an alternate approver, instead of the Default Approver, is selected by the employee/submitter, a copy of the form will be forwarded to the Default Approver. An email notification will be sent by the CalATERS to alert the approver that the Travel Advance form is ready for review.

To select a Travel Advance for review, you must first sign-in to CalATERS. The first screen displayed after sign-in will be your Work Queue.

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I. From the Work Queue

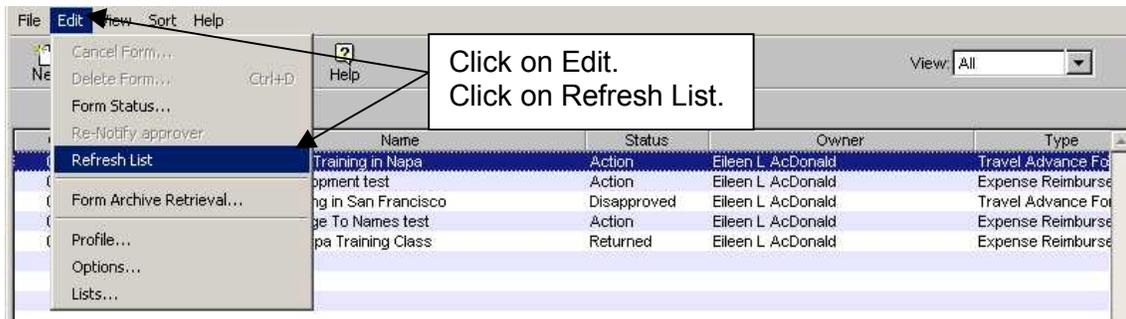


Organizing Your Work Queue

To more easily recognize forms needing your review, sort the listing so that forms with the status of **Action** are listed first. To do this, click on the field name **Status**.

Refresh Your Work Queue

The system does not automatically refresh the **Work Queue** when new forms are submitted. If you have been on your Work Queue for a period of time, refresh the **Work Queue**, click on **Edit** in the **Menu Bar**, then click **Refresh List**. Refreshing your Work Queue will add newly submitted forms and remove forms that may have been cancelled.



Select Travel Advance

To select the Travel Advance you wish to verify for approval, double click on the desired Travel Advance.

II. Exit and Save the form

At any point during the review of a Travel Advance you may exit and save the form. To exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the **X** . A Save Confirmation box will appear:



Click **Yes** to save changes. This action will take you back to the **Work Queue**.

Note: A saved document has not been approved or disapproved.

III. Adding Notes

The Note Log function is a multi-purpose feature. Notes may be used by employees to provide additional information about the Travel Advance request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

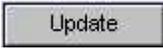


To access the Note Log functions click on the  icon. Notes can be accessed and updated from any screen within the form.

To Add a Note:

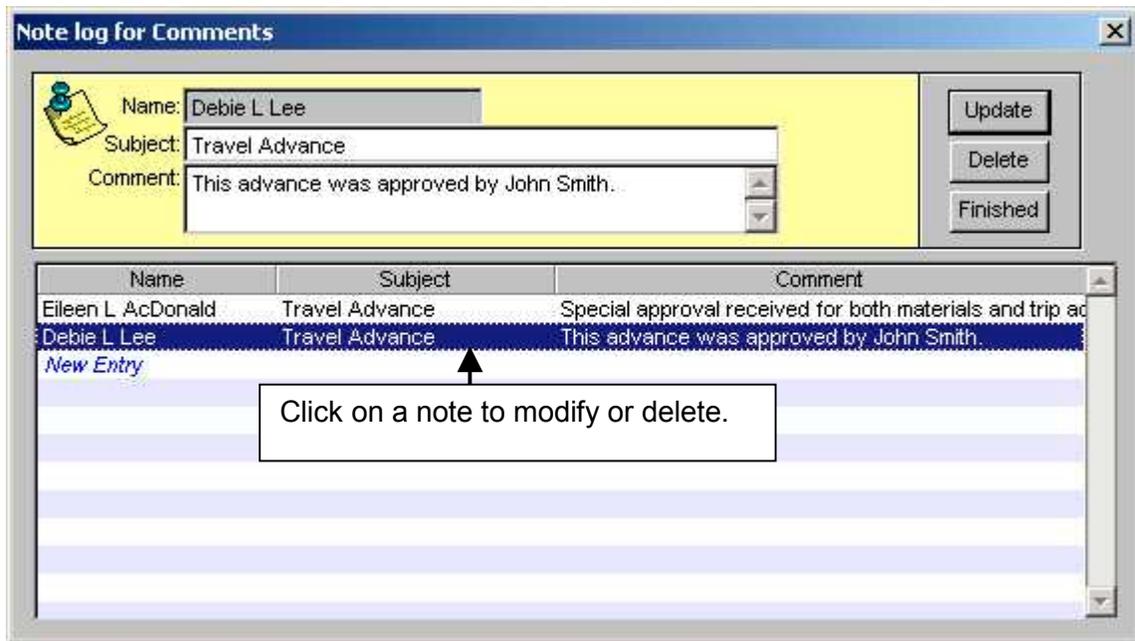
- 1) Type in the desired information.
- 2) Type in the desired information in the **Comment** field.
- 3) Click on  button.

To Modify a Note (only the creator can modify a Note):

- 1) Click on the note to be modified.
- 2) Type in the corrected information in the **Subject** and/or **Comment** area.
- 3) Click on  button.

To Delete a Note (only the creator can delete a Note):

- 1) Click on the note to be deleted.
- 2) Click on  button.
- 3) When all Notes have been updated/deleted, click .



The screenshot shows a window titled "Note log for Comments". At the top, there is a form with three fields: "Name" (Debie L Lee), "Subject" (Travel Advance), and "Comment" (This advance was approved by John Smith.). To the right of these fields are three buttons: "Update", "Delete", and "Finished". Below the form is a table with three columns: "Name", "Subject", and "Comment". The table contains two rows of data. The first row is for Eileen L. AcDonald, and the second row is for Debie L. Lee. The second row is highlighted in blue. Below the table is a "New Entry" link. A callout box with an arrow pointing to the second row of the table contains the text "Click on a note to modify or delete."

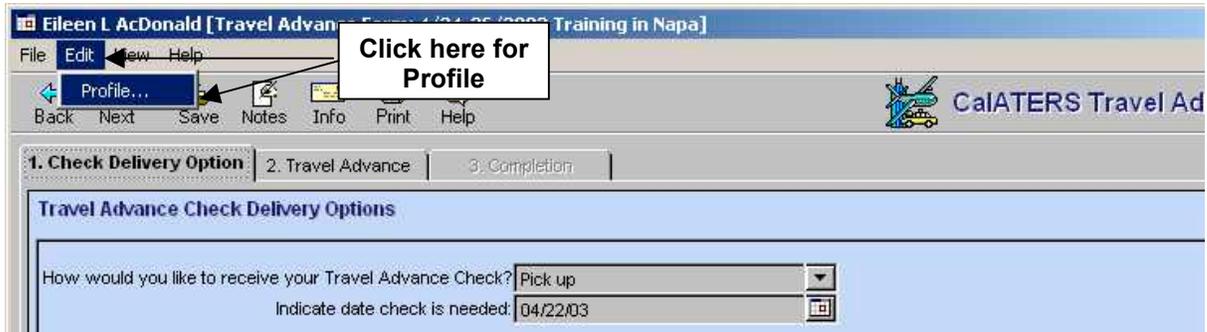
Name	Subject	Comment
Eileen L. AcDonald	Travel Advance	Special approval received for both materials and trip ad
Debie L. Lee	Travel Advance	This advance was approved by John Smith.

IV. Profile Information

The employee's Profile information is available from any screen within the Travel Advance request.

To access the employee Profile, click on **Edit** from the **Menu Bar**, then click on **Profile**. The information viewed will reflect the Profile at the time the form was created, which may be different than the employee's current Profile.

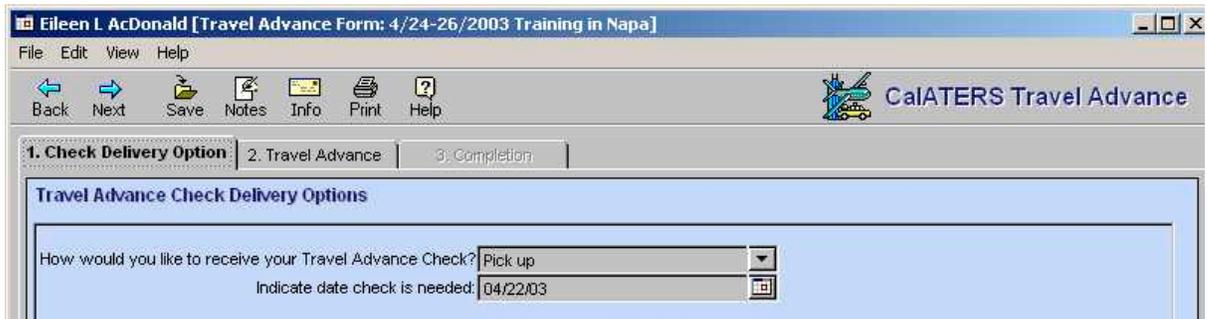
Specific information regarding the Profile screens and fields can be accessed by clicking on [View User's Profile](#) on the CalATERS web site.



V. Check Delivery Option Tab

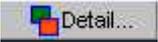
Displays the Travel Advance delivery option selected by the employee.

Click on the next tab **2. Travel Advance**

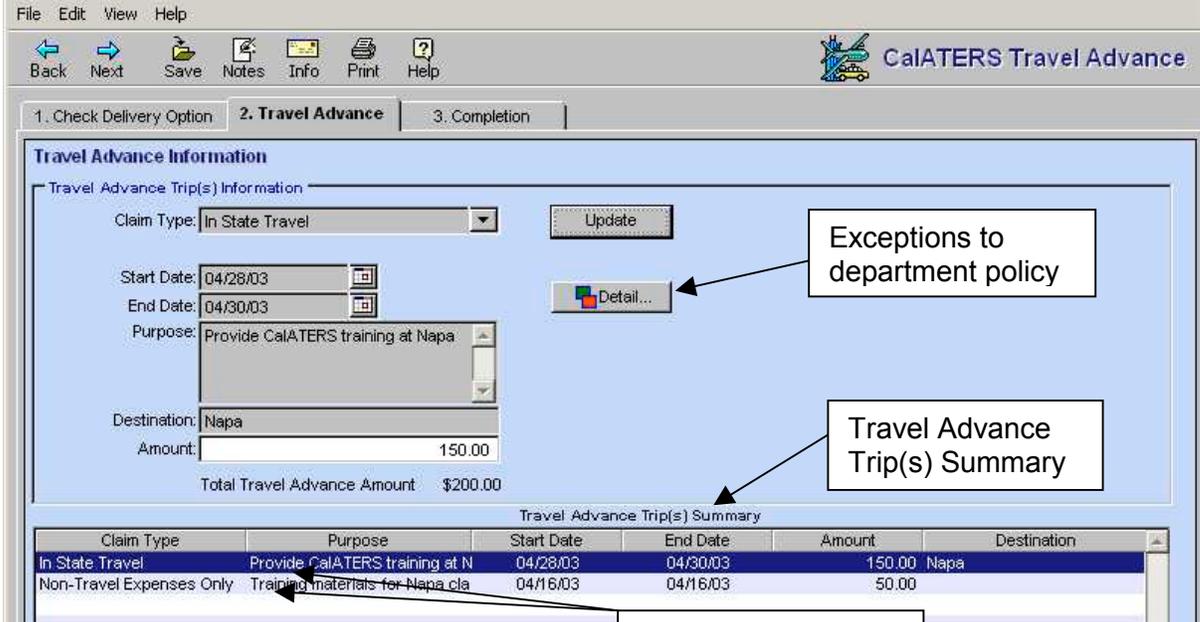


VI. Travel Advance Tab

This screen will display Claim Type, Dates, Purpose, Destination (optional) and Amount fields.

The  button is displayed when the claim(s) has exceptions to a department policy. Click on the button to view rule exceptions.

Travel Advance Trip(s) Summary is located at the bottom of the screen. When a Travel Advance is requested with more than one Claim Type, a list of Claim Types will be displayed on the **Travel Advance Trip(s) Summary**. You may click on the listed Claim Types to view more specific information in the **Travel Advance Information** area.



File Edit View Help

Back Next Save Notes Info Print Help

CalATERS Travel Advance

1. Check Delivery Option 2. Travel Advance 3. Completion

Travel Advance Information

Travel Advance Trip(s) Information

Claim Type: In State Travel Update

Start Date: 04/28/03

End Date: 04/30/03

Purpose: Provide CalATERS training at Napa

Destination: Napa

Amount: 150.00

Total Travel Advance Amount \$200.00

Detail...

Exceptions to department policy

Travel Advance Trip(s) Summary

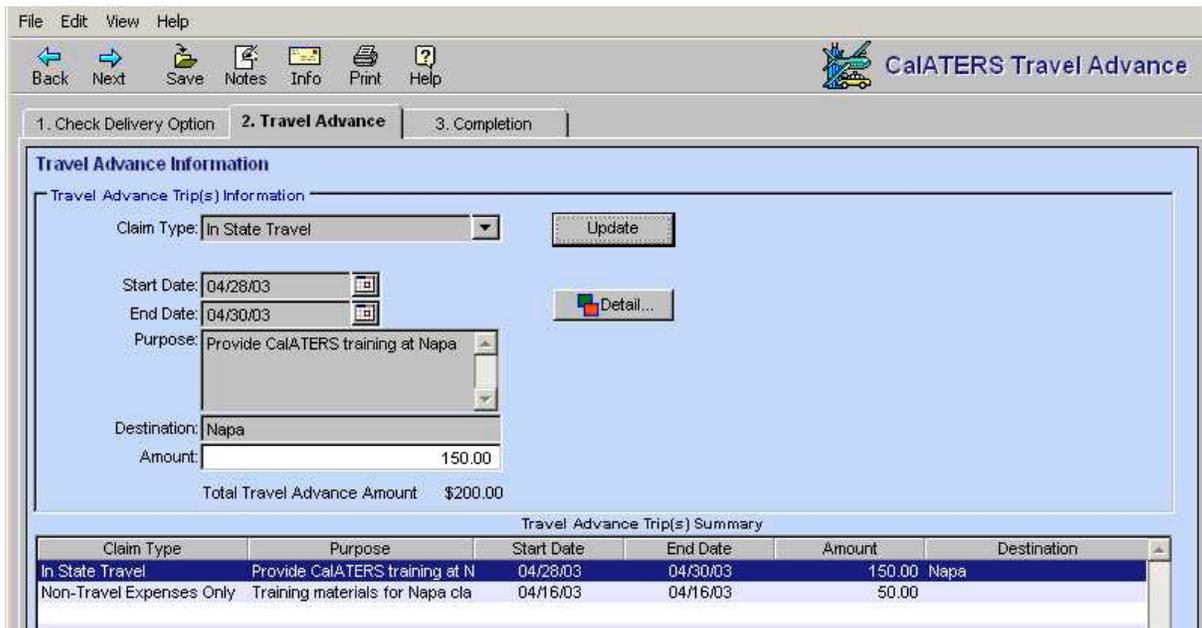
Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	Provide CalATERS training at N	04/28/03	04/30/03	150.00	Napa
Non-Travel Expenses Only	Training materials for Napa cla	04/16/03	04/16/03	50.00	

Listed Claim Types

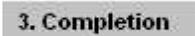
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VI. Travel Advance Tab (continued)

The **Amount** field can be adjusted to a lower amount, but must be greater than zero. Higher amounts cannot be keyed by approvers. To adjust the amount, click in **Amount** field and key the adjusted amount. Click the  button.



Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	Provide CalATERS training at N	04/28/03	04/30/03	150.00	Napa
Non-Travel Expenses Only	Training materials for Napa cla	04/16/03	04/16/03	50.00	

When you are finished reviewing or adjusting the Travel Advance, click on the next tab .

VII. Completion Tab

Within the Completion tab there are three additional tabs.

1) Review Items Tab

This screen displays the total amount requested on the Travel Advance and will list any exceptions to department policies and the reason for the exception.

When more than one exception is displayed in the list click on the **Next** or **Back** buttons to view the reason.

The **Policy...** button states the department policy associated with the travel advance.

To change the information in the Reason area, click on the **Unlock** button which will allow you access to key information in the Reason area.

Click on the next tab **Summary**.

The screenshot shows the 'CalATERS Travel Advance' application window. The '3. Completion' tab is active, and the 'Review Items' sub-tab is selected. The user is Eileen L. AcDonald, with a total advance of 250.00 and a report name '4/28-30/2003 - Provide Training in Napa'. A table lists three exceptions, all marked as 'Complete'. The first exception is highlighted, and its details are shown below: 'Item: TA Department Policy #3', 'Exception: Travel advance trip amount should be at least \$100.00. Explanation required.', and 'Reason: This request is being made in conjunction with the advance for the Napa Trip.' At the bottom, there are buttons for 'Next', 'Back', 'Policy...', and 'Unlock'. Callout boxes indicate: 'List of Exceptions' points to the table; 'Click Unlock to Modify Reason' points to the 'Unlock' button; and 'Next /Back' points to the 'Next' and 'Back' buttons.

Item	Comment	Status
TA Department Policy (Travel advance trip amount should be at least \$100.00. Explanation required.		Complete
TA Department Policy Trip dates should span at least 2 days. Explanation required.		Complete
TA Department Policy Travel advance forms should not be submitted earlier than 15 days prior to trip dates. Explanation requi		Complete

Next /Back

Continued on next page

VII. Completion Tab (continued)

2) Summary Tab

This screen displays a summary of information from tab **1. Check Delivery Option** and tab **2. Travel Advance**.

When multiple Claim Types are requested on the Travel Advance a list of the Claim Types will be displayed in **Travel Advance Trip(s) Summary**.

Click on the next tab **Approve / Return**.

File Edit View Help

Back Next Save Notes Info Print Help

CalATERS Travel Advance

1. Check Delivery Option 2. Travel Advance 3. Completion

Form Completion

Review Items Summary Approve / Return

Travel Advance Summary

Total Travel Advance Amount Requested \$250.00 Check Delivery Option Selected: Pick up

Travel Advance Trip(s) Summary

Claim Type	Purpose	Start Date	End Date	Amount	Destination
Non-Travel Expenses Only	Purchase training materials for	04/16/03	04/16/03	50.00	
In State Travel	provide CalATERS training in N	04/28/03	04/30/03	200.00	Napa

Multiple Claim Types

Travel Advance Trip(s) Summary

Continued on next page

VII. Completion Tab (continued)

3) Approve/Return Tab

This screen is used to approve, return or disapprove a Travel Advance. It can also be used to add an additional approver.

The screenshot displays the 'CalATERS Travel Advance' application window. The menu bar includes 'File', 'Edit', 'View', and 'Help'. The toolbar contains icons for 'Back', 'Next', 'Save', 'Notes', 'Info', 'Print', and 'Help'. The main window has three tabs: '1. Check Delivery Option', '2. Travel Advance', and '3. Completion'. Under '3. Completion', there is a sub-section 'Form Completion' with three sub-tabs: 'Review Items', 'Summary', and 'Approve / Return'. The 'Approve / Return' sub-tab is active and contains a title bar with a document icon and the text 'Approve / Return'. Below the title bar is an 'Add Approver' button. The main content area contains the text 'I hereby certify that:' followed by two numbered statements: '1) I am authorized by my department to approve travel advance requests; and' and '2) this travel advance is authorized and will be used for official State business.' At the bottom of the form, there is a 'Password' label followed by a text input field. To the right of the password field are three buttons: 'Approve' (with a green checkmark icon), 'Return for more information' (with a red X icon), and 'Disapprove' (with a red X icon).

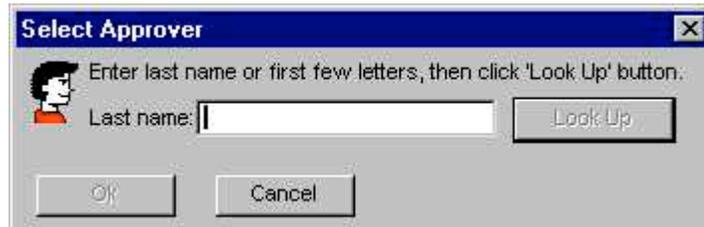
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VII. Completion Tab (continued)

Approve/Return Tab (continued)

To Add an Approver:

- 1) Click on the **Add Approver** button. The Select Approver screen will display.
- 2) Key the last name of the approver, then click **Look Up**.



- 3) The **Select A Person** screen will display. To add the approver, click on the name, then click the **Ok** button. The Travel Advance will now go to the added approver.



To Remove an Added Approver:

Click on the **Remove Approver** button.

The added approver will be removed.

VII. Completion Tab (continued)

Approve/Return Tab (continued)

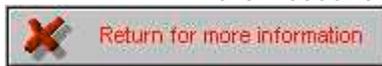
It is important that you **read the Submission Statement.**

The screenshot shows the 'CalATERS Travel Advance' application window. The menu bar includes 'File', 'Edit', 'View', and 'Help'. The toolbar contains icons for 'Back', 'Next', 'Save', 'Notes', 'Info', 'Print', and 'Help'. The main window has three tabs: '1. Check Delivery Option', '2. Travel Advance', and '3. Completion'. Under '3. Completion', there are sub-tabs: 'Review Items', 'Summary', and 'Approve / Return'. The 'Approve / Return' sub-tab is active and displays a 'Form Completion' section with a title bar 'Approve / Return'. Below the title bar is an 'Add Approver' button. The text reads: 'I hereby certify that: 1) I am authorized by my department to approve travel advance requests; and 2) this travel advance is authorized and will be used for official State business.' At the bottom, there is a 'Password' field followed by three buttons: 'Approve' (with a green checkmark), 'Return for more information' (with a red X), and 'Disapprove' (with a red X).

Click in the **Password** field, enter your password, then click one of the following buttons:



Will approve the Travel Advance and will move it to the next approver or to the Accounting Office for approval. If the form is sent to another approver, CalATERS will generate an email notifying the approver that a form has been placed in their Work Queue and requires action. Forms submitted to the Accounting Office do not generate email notification.



Will not approve the Travel Advance. This option will allow you to return the form to the employee/submitter or previous approver for corrections or additional information. CalATERS will generate an email notifying the person that a form has returned to their Work Queue and requires action. Follow instructions on next page.



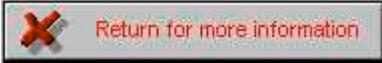
Will disapprove the form and return it to the Work Queue of the employee/submitter. CalATERS will generate an email notifying the employee/submitter of the disapproved form. Information on a disapproved Travel Advance cannot be modified/corrected for resubmission. Follow instructions in section ***Disapproving a Travel Advance.***

VII. Completion Tab (continued)

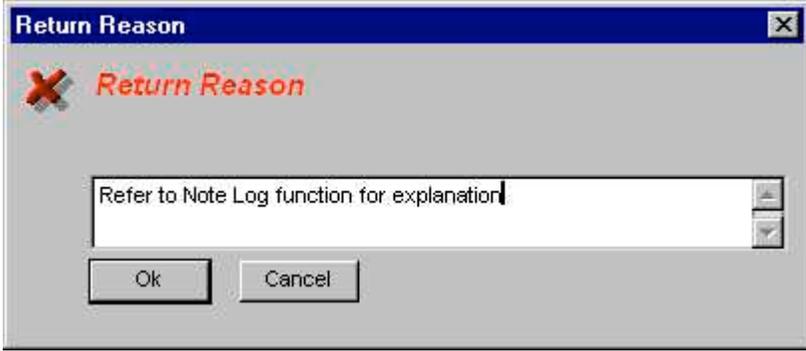
Approve/Return Tab (continued)

Returning a Travel Advance

To provide a detailed description/reason for returning the Travel Advance add a Note using the **Notes Log** function see instructions in section III. **Adding Notes**.

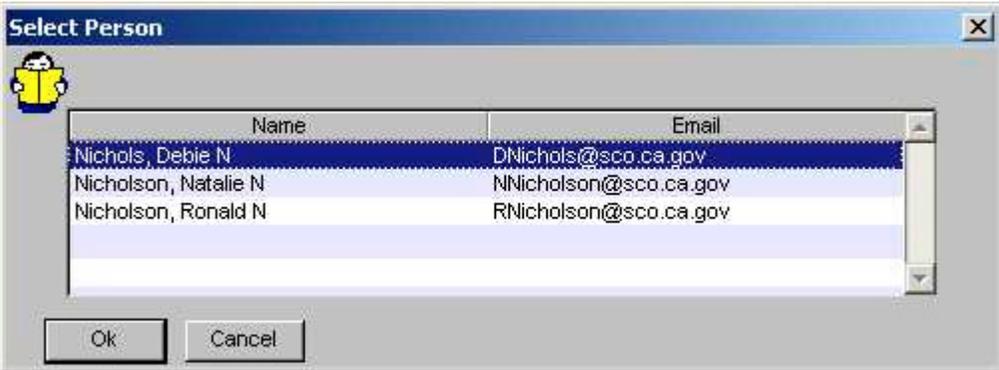
Click on the  button. The **Return Reason** screen will display. The Return Reason is limited to 100 characters. Key a return reason or when the Note function is used, refer the person to the **Note Log** function for the detailed reason for return.

Click the  button.



The dialog box titled "Return Reason" has a red "X" icon and the text "Return Reason" in red. Below this is a text input field containing the text "Refer to Note Log function for explanation". At the bottom of the dialog are "Ok" and "Cancel" buttons.

The **Select a Person** screen will display. Click on the name to whom the form will be returned, then click the  button.



The dialog box titled "Select Person" features a yellow book icon. It contains a table with two columns: "Name" and "Email". The first row is selected.

Name	Email
Nichols, Debie N	DNichols@sco.ca.gov
Nicholson, Natalie N	NNicholson@sco.ca.gov
Nicholson, Ronald N	RNicholson@sco.ca.gov

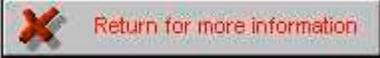
At the bottom of the dialog are "Ok" and "Cancel" buttons.

The Travel Advance form is sent back to the **Work Queue** of the person selected on the **Select a Person** list. The system will generate an email to notify the selected person of the returned form. For instructions regarding working with a returned Travel Advance, click on [Miscellaneous Actions Travel Advance](#), instructions on the CalATERS web site. Click on the User Instructions button then click on the Accounting tab.

VII. Completion Tab (continued)

Approve/Return Tab (continued)

Disapproving a Travel Advance

A disapproved Travel Advance cannot be modified/corrected for resubmission. If the information requires changes, use the  button.

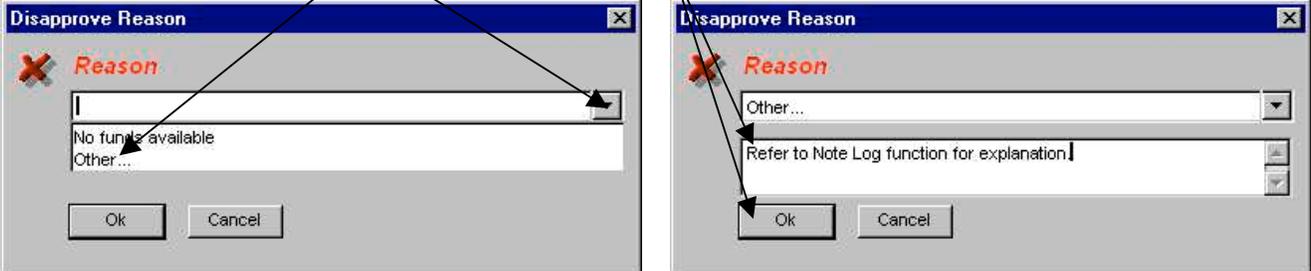
Click on the  button. The **Disapprove Reason** screen will display.

Click the down arrow  and select the applicable reason. If **Other** is selected, key in the specific information regarding the disapproval (you are limited to 100 characters). If more than 100 characters are required, use the **Note Log** function (see instructions in section III. **Adding Notes**) to provide detailed information and refer the person to the Note Log function for the reason for disapproving the Travel Advance. Click the  button.

Click , a **Disapprove Reason** screen will appear. Click on the reason for disapproving the Travel Advance, then click .

Click on the down arrow to display options, then click on the desired option.

Key in the reason when **Other** is selected, then click on OK.



The image contains two screenshots of the 'Disapprove Reason' dialog box. The left screenshot shows the 'Reason' dropdown menu open, with 'No funds available' and 'Other...' as options. A callout box points to the dropdown arrow. The right screenshot shows the 'Other...' option selected, with a text input field containing 'Refer to Note Log function for explanation.' and 'Ok' and 'Cancel' buttons. A callout box points to the 'Other...' option.

The Travel Advance form is sent back to the **Work Queue** of the employee/submitter. The system will generate an email to notify the person of the disapproved form.

VII. Completion Tab (continued)

Approve/Return tab (continued)

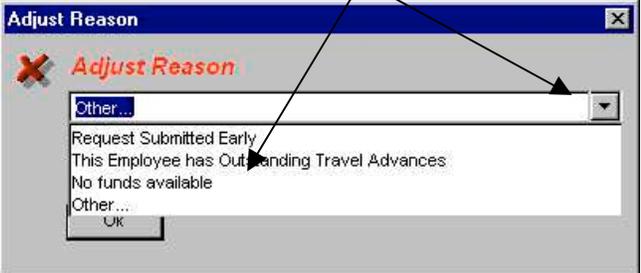
Adjustment Reason Screen

When an adjustment is made on tab **2. Travel Advance**, the **Adjust Reason** box will display. Click the down arrow  and select a reason for adjusting the claim.

If you select **Other**, key the reason in the box provided (you are limited to 50 characters).

Click on the down arrow to display options, then click on the desired option.

Key in the reason when **Other** is selected, then click on OK.



The screenshot shows the 'Adjust Reason' dialog box with a dropdown menu open. The menu lists several options: 'Other...', 'Request Submitted Early', 'This Employee has Outstanding Travel Advances', 'No funds available', and 'Other...'. An arrow points from the text box above to the dropdown arrow, and another arrow points from the text box above to the 'Other...' option in the menu.



The screenshot shows the 'Adjust Reason' dialog box with the dropdown menu closed. The text input field contains the text 'No Adjustments were made'. An arrow points from the text box above to the text input field, and another arrow points from the text box above to the 'Ok' button.

Once the Adjustment Reason screen is completed, the action requested for the Travel Advance (i.e., Approved, Returned or Disapproved) will be performed and an email notification will be sent to the employee/submitter regarding the adjustment.